



Chairman: Jane Hartley

Clerk to the Council
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**MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON 22ND NOVEMBER
2021 AT 8PM IN CHARVIL VILLAGE HALL**

Present Pat Sutlieff (Chair), Mike Heath, Neil Jackson, Amanda Burton, and Miranda Parker

Apologies for Absence James Hines, Bernie Leicester, Keith Hayward, Jane Hartley, and Hilary Jones

21/099 Open Forum - There were no residents present

21/100 Declarations of Interest – There were no declarations of interest

21/101 Minutes of the Meetings held on 22nd March 2021 and 21st May - The minutes were approved by the committee

21/102 Resolution to exclude members of the press and public due to the confidential Nature of the following agenda items – This resolution was approved

21/103 To note the completion of the appraisal process for 2021 and any matters arising from this process – The process has been completed and most things are going well. It has been suggested that the Clerk provides some training for Councillors on topics like Standing Orders and other statutory documents.

21/104 To note the progress of the Staffing Review – a company had been selected at the last Full Council meeting, and this should start shortly.

21/105 To note the wellbeing meeting in September and book a date for the next one in February – Everyone was pleased with how the gate gang is working, and it was agreed to arrange for the next meeting to be on 9th Feb at 9am.

21/106 To note completed training and to assess further training needs – The Village Warden had attended playground safety check training. The clerk and assistant clerk have not attended formal training since the last meeting but have both spent much time keeping abreast of the Covid rule changes, and issues relating to clerks and Parishes within the Borough. Councillors Heath, Ryatt and Jones have all attended basic Councillor training, meaning that Councillors Jackson and Walker still need this

21/107 Open Forum to discuss staffing Issues – The Chair thanked the staff for all their hard work

21/108 To consider pay for the year 2021/22 – Last November, it had been assumed that the Government pay freeze applied to Local Council staff as well, but it appears this was not the case. However, the parties involved have yet to either agree on 2021-22, or 2022-2023, so it is quite difficult for the Committee to recommend an increase in spending for the budget. It was noted that the Council is obliged to implement the national pay agreement, so this exercise is more to do with helping the Finance Committee calculate an accurate budget than to recommend suitable remuneration for staff. Because the contracts signed in 2020 state that all employees progress through the grading scale they are on, subject to a satisfactory appraisal, all the staff will increase by one spine point, the only exception being the assistant clerk, who has reached the top of her range. Consequently, the only recommendation to Full Council was to raise the assistant clerk to the next set of spine points, subject to the Staffing review.

Date of next meeting – Monday 28th February 2022

There being no further business the open meeting closed at 9.04pm

Chairman's Signature